



IOWA C2C GRANT

Amy Groskopf

agroskopf@davenportlibrary.com

Grant activities

- “ Survey libraries, historical societies, etc about collections and geocode locations for disaster planning and response
- “ Conduct disaster planning workshops around the state focused on dplan lite
- “ Conduct a 2-day disaster planning and response workshop: one day on preparedness and one day on disaster response

IPER Training



A project of the
Council of State Archivists
to provide records-related emergency
training for state and local governments

Two 8 hour courses:

- Essential Records
- Records Emergency Planning and Response

Essential Records Course Objectives

- “ *Identify the records that you need to designate as essential records*
- “ Identify and evaluate risks to the essential records of an agency
- “ Identify and evaluate preparedness and mitigation strategies to protect and ensure continued access to essential records in case of natural emergencies or human-caused threats such as arson, vandalism, computer hacking, or terrorism
- “ Complete the Essential Records Template for incorporation into COOP Plans

C2C Essential Records Workshop

- “ About 80 attendees:
 - “ County recorders
 - “ County clerks
 - “ Librarians . mostly public; 1-2 academic
 - “ Museum and historical society staff and (some) volunteers
- “ All had concerns about their collections; some have already experienced a disaster
- “ The concept of essential records was very difficult for the majority to grasp

Essential Records?

- “ Without a clear understanding of the organization's essential records participant's could not:
 - “ Identify and prioritize those records
 - “ Evaluate risk to the records
 - “ Develop a plan for those records
- “ Examples: staff lists; volunteer lists; donor records; A/P records; disaster plan; insurance policies and contacts

Ongoing opportunities for IPER training

- “ CDs with the course slides and scripts are being distributed to every state archivist
- “ Self-directed course *will* be available at www.TEEX.com (not available as of Oct 1)
- “ CoSA plans to survey trainers and post a list of trainers willing to teach the course now that the grant is complete.
- “ www.statearchivists.org/prepare for more info about disaster preparedness and the IPER Project.